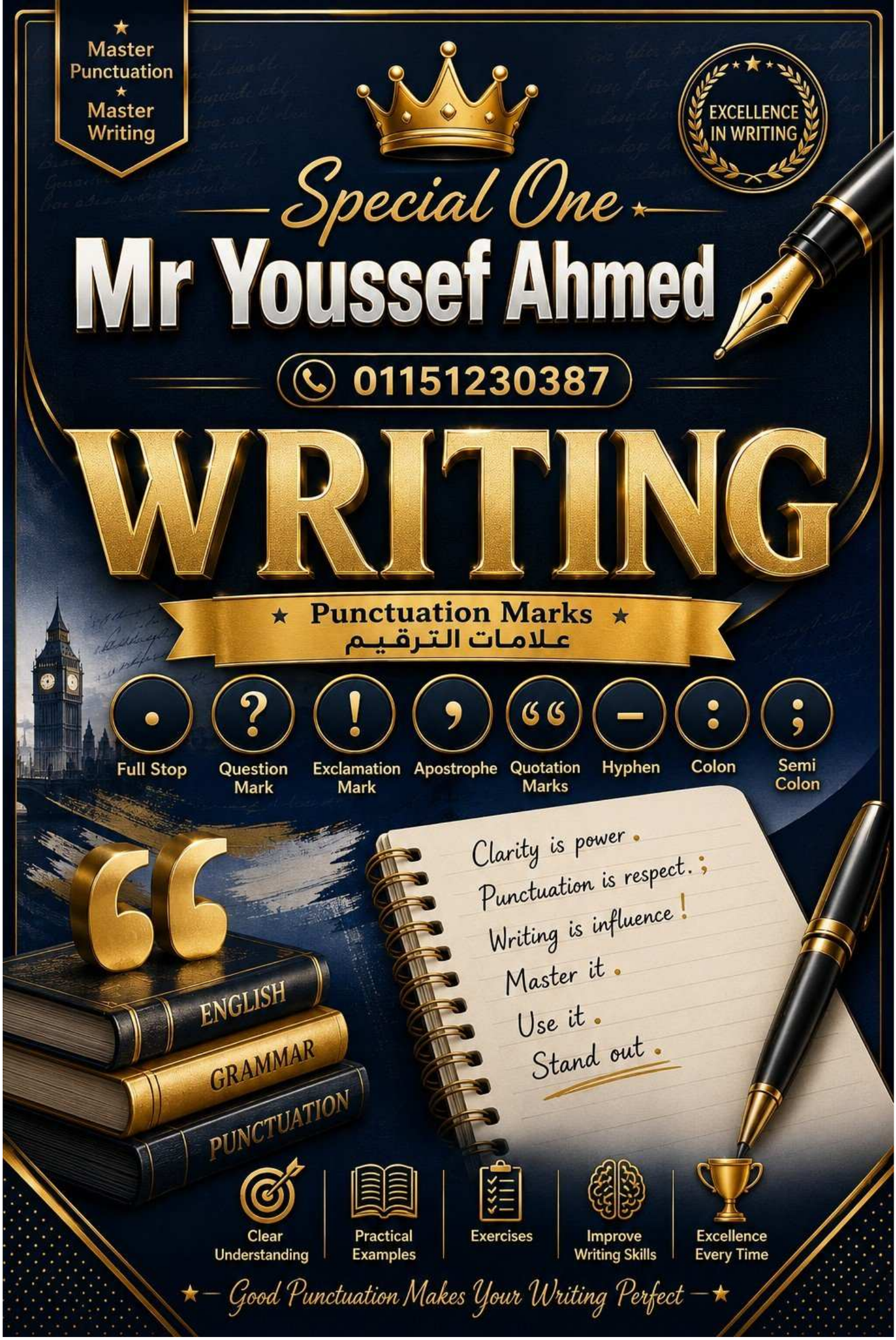

D.M.RAZK موقع الدكتور محمد رزق معلم الكيمياء التعليمي

Special One

Mr Youssef Ahmed

علامات الترقيم

(Punctuation Marks)

1 النقطة (Full stop / Period)

تُستخدم في الحالات التالية:

في نهاية الجمل:
(الخبرية، الأمرية، والشرطية).

مثال Yasser and Peter went to the club an hour ago.

بعد الاختصارات:

مثال My grandson Ahmad was born in **Jan.** 2020.

في الحروف الأولى للأسماء الشخصية، (Initials):

مثال **T.S.** Eliot (Tomas Stearns Eliot) was a poet.
Let's find an **A.T.M.**

ملاحظات إضافية:

- في الإنجليزية البريطانية، توضع النقطة خارج علامة التنصيص النهائية.

مثال The general manager said, "This is a great day for the company".

- في الإنجليزية البريطانية لا نستخدم النقطة في اختصارات الحروف الأولى للأسماء، المؤسسات، والألقاب، بينما تُستخدم في الإنجليزية الأمريكية.

(British) USA = (American) **U.S.A.**
(British) Mr = (American) **Mr.**

- نكتفي بنقطة واحدة فقط إذا انتهت الجملة باختصار.

مثال Ali called me at 9 a.m.

- الجمل التي بها (Inversion) أي تقديم الفعل المساعد على الفاعل نضع في نهايتها نقطة وليس علامة استفهام.

مثال Were I rich, I'd buy a car.

- الجمل التي تُبدأ بأداة استفهام كجزء من الفاعل نضع في نهايتها نقطة وليس علامة استفهام.

مثال What Toka said was a mistake.

2 علامة الاستفهام (Question)

تُستخدم في الحالات التالية:

في نهاية السؤال:

مثال When did Amani leave?
Do you like pasta?

في نهاية السؤال المذيل (Tag question):

مثال You seem busy now, **don't** you?

3 علامة التعجب (Exclamation mark)

تُستخدم بعد الأمر، التعجب، أو ما يُظهر الدهشة أو الغضب، وتأتي مع:

- **التعجب:**

مثال What a beautiful house!
How beautiful she sings!

- **الدهشة:**

مثال Wow! (Great! - Oh, my God!)

- **التحذير (Warning):**

مثال "Look out behind you!" she yelled.

- **(Strong feelings) قوية feelings):**

مثال I'm so excited to go to the park tomorrow!

- **التهدية (Threat):**

مثال If you come to work late again, you'll be fired!

- **الغضب (Anger):**

مثال Leave me alone!

- **الأمر الصارم (Strict command):**

مثال Jana, don't play with your food!

تعلم. فهم. تطبق.
وتفوق دائماً

YA

الإتقان في التفاصيل
يصنع الفارق!

D.M.RAZK موقع الدكتور محمد رزق معلم الكيمياء التعليمي

Special One

Mr Youssef Ahmed

استخدامات الفاصلة (Comma)

1 بعد "no" و "yes":

مثل:

- "Yes, it's a quarter past three, Samir."
- "No, I can't."

2 قبل كلمة "please" في نهاية الجملة وبعدها في بدايتها:

مثل:

- "Could I have more cake, *please*?"
- "**Please**, allow me to use your camera."

3 قبل أو بعد اسم الشخص الذي تتحدث إليه:

مثل:

- "**Omar**, you are smart."
- "You are smart, **Omar**."

4 للفصل بين جملتين كاملتين:

مثل:

- "When I was doing the housework, a stranger knocked on the front door."

5 للفصل بين عناصر القائمة داخل الجملة:

مثل:

- "He bought sugar, **tea**, oil and bread."

6 بعد الظرف (Adverb) بداية الجملة:

مثل:

- "**Unfortunately**, he missed his flight."

7 للفصل عن السؤال المذيل (Tag question):

مثل:

- "She is your sister, isn't she?"

8 للفصل بين قائمة من الكلمات المتشابهة، الصفات، أو العبارات:

مثل:

- "It's important to write clear, simple, and accurate words."

9 للفصل بين الكلمات أو العبارات التي توضح أماكن توقف الصوت (بعد الروابط):

مثل:

- "I can't tell you now. **However**, all will be revealed tomorrow."

10 للفصل بين الكلام المباشر وبقية الجملة (تأتي الفاصلة قبل علامة الاقتباس):

مثل:

- "Tamer said, 'I have already tidied my room'."

11 في نهاية الكلام المباشر إذا جاء قائل الجملة بعدها (توضع الفاصلة داخل الأقواس):

مثل:

- "'I'm coming home late tonight,' my father said."

12 لتمييز الجمل الوصلية غير المحددة (Non-defining clauses) التي تضيف معلومات إضافية:

مثل:

- "The police officer, who arrived after just five minutes, arrested the criminal."

13 قبل الجزء الأخير من الجملة إذا كان يعبر عن شيء من التناقض:

مثل:

- "Seif is brave, **not** coward."

14 للفصل بين الأجزاء المستقلة في الجملة التي تبدأ بـ (v+ing) ، أو (P.P.)، أو (to + inf):

مثل:

- "Having been arrested, the thief was sent to prison."
- "Awarded for being clever, Ali felt happy."

15 للفصل بين أجزاء التاريخ:

مثل:

- "Tuesday, May 2, 2016, was when I graduated."

تعلم القواعد الصحيحة
تكتب بثقة وتميز

YA

الإتقان في التفاصيل
هو سر الاحتراف

D.M.RAZK موقع الدكتور محمد رزق معلم الكيمياء التعليمي

Special One

Mr Youssef Ahmed

الفاصلة العليا وعلامات التنصيص

أولاً: الفاصلة العليا (’ - Apostrophe)

1

للدلالة على الملكية:
تضاف (’s) بعد الأسماء المفردة أو اسماء الأشخاص.

مثال:
This is our aunt’s house.

2

مع الأسماء المفردة التي تنتهي بحرف (s):
يمكن إضافة (’s) أو الفاصلة العليا فقط.

مثال:
- This is Charles’s phone.
- These are James’ books.

3

مع الأسماء الجمع التي تنتهي بحرف (s):
توضع الفاصلة العليا بعد حرف (s) مباشرة.

مثال:
Miss Leila is marking her pupils’ work.

4

مع الأسماء الجمع التي لا تنتهي بحرف (s):
تضاف (’s) لتكوين صيغة الملكية.

مثال:
Doctors look after people’s health.

5

الملكية المشتركة:
عند ربط اسمين بـ (and)، نضع (’s) بعد الاسم الثاني فقط.

مثال:
We met in Ali and Mai’s house.

6 won’t she’s

للاختصارات (Contractions):
تُستخدم لإظهار حذف حرف أو أكثر في الكلمة.

مثال:
won’t, she’s

7 A B C 1 2 3

لجمع الحروف والأرقام والرموز:
تستخدم (’s) لتكوين صيغة الجمع لها.

مثال:
Aya has got B’s on her English tests.

ثانياً: علامات التنصيص (‘ ’ or “ ” – Quotation marks)

1

في الكلام المباشر:
يُوضع ما قاله الشخص بين علامتي تنصيص مفردة أو مزدوجة.

مثال:
“I’m coming home late tonight,” my father said.

2

حول العناوين:
يمكن وضعها حول عناوين الأفلام أو الأعمال الفنية.

مثال:
Have you watched the famous film ‘Titanic’?

3

عند ذكر كلمة أو عبارة:
تستخدم لتحديد كلمة أو عبارة معينة داخل الجملة.

مثال:
What does ‘punctuation’ mean?

تعلم القواعد الصحيحة
وتكتب بثقة وتميز

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الإتقان في التفاصيل
هو سر الاحتراف

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Special One

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علامات الترقيم

7 (Hyphen -)

لربط كلمتين أو أكثر في مصطلح مركب: ولا تفصل الكلمات بمسافات:

مثال:

- My eight-year-old boy loves reading.
- My mother-in-law is a doctor.
- Do you have sugar-free cookies?

لربط بعض البادئات (prefixes) بالكلمات:

مثال:

- These things happened before the pre-enlightenment era.

في الكسور عند كتابتها ككلمات:

مثال:

- My friends were three-quarters of the party.

ملاحظة: لا تستخدم الشرطة إذا جاءت الصفة المركبة بعد الاسم الذي تصفه.

مثال:

- English is widely spoken.
- We use a widely-spoken language.

8 النقطتان الرأسيتان (Colon :)

للتقديم للقوائم:

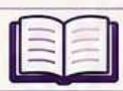
مثال:

- There are three reasons for success: challenging work, determination and patience.

بين الجمل عندما تشرح الجملة الثانية أو تبرر الجملة الأولى:

مثال:

- Try to keep calm during the interview: this will cause a good impression.



في التعريفات وللفصل بين العنوان:

مثال:

- The Prisoner of Zenda: a fictional novel.

للتعبير عن النسبة:

مثال:

- The ratio of women to men becomes 5:1.

للفصل بين الساعة والدقائق:

مثال:

- It is 12:30.

9 الفاصلة المنقوطة (Semi colon ;)

لربط جملتين مستقلتين مرتبطتين بعبارة انتقالية (accordingly, consequently, for example, neverthebes):

مثال:

- Heavy rain had continued at the airport; consequently, all flights were canceled.

لربط جملتين بينهما علاقة (بدون وجود كلمة ربط):

مثال:

- It was raining; the game was canceled.

لإضافة تفاصيل لعناصر القائمة:

مثال:

- I read: novels, poems, stories, plays.

تستخدم الحروف الصغيرة (small) بعد الفاصلة المنقوطة (;).
إلا إذا كانت الكلمة التي تليها من النوع الذى يبدأ بحرف كبير (Capital).

مثال:

- After he had reached home, he called me.
- Don't run near the pool; you might slip and hurt yourself!

علامات الترقيم الصغيرة
تحدث فرقاً كبيراً في كتابتك!

YA

اكتب بوضوح،
تواصل بذكاء!

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Special One

Mr Youssef Ahmed

Exercise on Writing

1 Which of the following is punctuated correctly?

a. My father said to me "Why are you late, Ahmad?"
b. My father said to me, "Why are you late Ahmad?"
c. My father said to me, "Why are you late, Ahmad?"
d. My father said to me, "why are you late, Ahmad?"

2 Walking through the park ..... I saw a strange man.

a. question mark b. full stop
c. exclamation mark d. comma

3 Which sentence of the following is correctly punctuated?

a. "Go home, Mai," she said.
b. "go home, Mai," she said.
c. "Go home, Mai?" she said.
d. "Go home, Mai," she said.

4 Which sentence of the following is correctly punctuated?

a. Aya why didn't you do your homework?
b. Aya Why didn't you do your homework.
c. Aya, why didn't you do your homework?
d. Aya, Why you didn't do your homework?

5 Which can be used in the blanks: I found Ali...s jacket on the chair.

a. a full stop b. a hyphen
c. a comma d. an apostrophe

6 When should you use an apostrophe?

a. For a contraction where letters are missing.
b. For possession where a noun owns something.
c. When an independent clause is attached to a dependent clause.
d. a & b

7 Which sentence is punctuated correctly?

a. I can't find Ali's house.
b. I can't find ali's house.
c. I can't find Ali's house.
d. I can't find Ali's house.

8 Which punctuation mark is used when something is directly said by someone?

a. A question mark
b. Speech marks
c. A semicolon
d. An exclamation mark

9 Which can be used in the blanks: ..... I haven't seen Mai today, ... said Tom.

a. commas b. brackets
c. hyphens d. quotation marks

10 Identify the correct punctuation mark for the sentence:

a. "What time is it?" she asked?
b. "What time is it?" she asked,
c. "What time is it?" she asked.
d. "What time is it?" she asked:

11 Which of the following is punctuated correctly?

a. Do you have sugar free cookies, Huda?
b. Do you have sugar-free cookies, Huda.
c. Do you have sugar, free cookies Huda?
d. Do you have sugar-free cookies, Huda?

12 Which of the following is correctly punctuated?

a. Mona, who was the first to offer help, was a volunteer from the UNICEF.
b. Mona who was the first to offer help, was a volunteer from the UNICEF.
c. Mona; who was the first to offer help, was a volunteer from the UNICEF.
d. Mona; who was the first to offer help, was a volunteer from the UNICEF.

13 Which of the following sentences is punctuated correctly?

a. "Your right to worry," said the teacher.
b. "Your right to worry," said the teacher,
c. "You're right to worry," said the teacher.
d. "You're right to worry" Said the teacher.

14 Which of the following sentences is punctuated correctly?

a. Wael did you understand why I had travelled to Luxor alone?
b. Wael, did you understand why I had travelled to Luxor alone?
c. Wael, did you understand why I had travelled to Luxor alone?
d. Wael, did you understand Why I had travelled to Luxor alone?

Good punctuation makes your writing clear and professional.

YA

Write it right, communicate with confidence.

D.M.RAZK موقع الدكتور محمد رزق معلم الكيمياء التعليمي

Special One

Mr Youssef Ahmed

Exercise on Writing

(Punctuation Marks)

1 Identify the punctuation mark used to join two independent clauses in a sentence.

a. Comma (,)
b. Exclamation mark (!)
c. Semicolon (;)
d. Period (.)

2 Which sentence is punctuated correctly?

a. I have obtained my licence; however, I still can't drive on highways.
b. I have obtained my licence; however I still can't drive on highways.
c. I have obtained my licence; however; I still can't drive on highways.
d. I have obtained my licence, however I still can't drive, on highways.

3 Choose the sentence that uses a hyphen correctly:

a. The twoyear old child was playing.
b. The two year old child was playing.
c. The two-year-old child was playing.
d. The twoyear-old child was playing.

two-year-old

4 Which option demonstrates the correct use of a colon?

a. She enjoys many activities: swimming, cycling, and hiking.
b. She enjoys many activities; swimming, cycling, and hiking.
c. She enjoys many activities, swimming, cycling, and hiking.
d. She enjoys many activities- swimming cycling and hiking.

5 Which sentence is punctuated correctly?

a. Last year I studied four languages, English, Spanish, German, and Italian.
b. Last year, I studied four languages: English, Spanish, German, and Italian.
c. Last year, I studied four languages; English, Spanish, German, and Italian.
d. Last year I studied four languages: English and Spanish, German, and Italian.

6 Which of the following isn't punctuated correctly?

a. Wael is a 25-year-old editor.
b. The woman, who lives next door to us is going to travel abroad.
c. I bought a list of things: a bottle of milk, a packet of tea and five loaves of bread.
d. Yasser, stop making noise; you're disturbing us.

7 Which of the following sentences has the correct punctuation?

a. My daughter loves mobile games, my son likes football.
b. My daughter loves mobile games; my son likes football.
c. My daughter loves mobile games my son likes football.
d. My daughter loves mobile games: my son likes football.

8 Which of the following isn't punctuated correctly?

a. "I don't know why Hatim arrived so late" said Fadi.
b. We need a five-day holiday to relax after such tiring work.
c. Go on, boys: you're doing a wonderful job.
d. Do what I've told you, Rami.

9 Which of the following is punctuated correctly?

a. Don't waste your time watching too much television, Eman", my father said.
b. "Don't waste your time watching too much television Eman," my father said.
c. "Don't waste your time watching too much television, Eman," my father said.
d. "Don't waste your time watching too much television, Eman," my father said.

10 Which of the following isn't punctuated correctly?

a. Ahmad said, "Why didn't you return Samar's camera?"
b. The new manager is only a thirty-eight-year-old engineer.
c. Why are you making so much noise Sherif?
d. Let's discuss Amin's proposal next Sunday.

11 Which of the following is punctuated correctly?

a. You don't know your 20 year-old neighbour well, do you?
b. You don't know your 20-year-old neighbour well, do you?
c. You don't know your 20-year-old neighbour well do you?
d. You don't know your 20-year-old neighbour well, do you.

20-year-old

12 Which of the following is punctuated correctly?

a. You don't know your 20 year-old neighbour well, do you?
b. You don't know your 20-year-old neighbour well, do you?
c. You don't know your 20-year-old neighbour well do you?
d. You don't know your 20-year-old neighbour well, do you?

Master Punctuation ... Write Better!

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Accuracy in Writing Builds Strong Communication

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Mr Youssef Ahmed

Exercise on Writing

1 Which of the following sentences is correctly punctuated?

a. I bought apples oranges bananas, and grapes.
b. I bought, apples, oranges, bananas and grapes.
c. I bought apples, oranges, bananas and grapes.
d. I bought apples, oranges bananas and, grapes.

2 Which sentence is correctly punctuated?

a. "After the meeting, John said, 'Let's discuss the results tomorrow."
b. "After the meeting" John said, "Let's discuss the results tomorrow."
c. "After the meeting," John said, "Let's discuss the results tomorrow."
d. "After the meeting," John said "Let's discuss the results tomorrow."

3 Which of the following is punctuated correctly?

a. What a wonderful surprise! It's nice to see you here, Gamal.
b. What a wonderful surprise! It's nice to see you here, Gamal.
c. What a wonderful surprise! It's nice to see you here, Gamal.
d. What a wonderful surprise! It's nice to see you here, Gamal.

4 Which sentence is punctuated correctly?

a. Be quiet, please.
b. Be quiet please
c. Be quiet please.
d. Be quiet, please

5 Which of the following is punctuated correctly?

a. Ayman said, Where did you spend your holiday, Ali?
b. Ayman said, "Where did you spend your holiday, ali?"
c. Ayman said, "Where did you spend your holiday, Ali?"
d. Ayman said, "Where did you spend your holiday, Ali?"

6 Which of the following sentences is correctly punctuated?

a. What's your favourite hobby Amir?
b. What's your favourite hobby, Amir?
c. What's your favourite hobby, Amir?
d. What's your favourite hobby, Amir?

7 Which of the following is punctuated correctly?

a. "I'm visiting you tonight, my friend said".
b. "I'm visiting you tonight!" my friend said.
c. "I'm visiting you tonight," my friend said.
d. "I'm visiting you tonight," my friend said.

8 Which of the following is the wrong use of the question mark?

a. Why did you arrive late, Nader?
b. I don't know why she was so angry?
c. Does she like reading short stories?
d. Shall I help you lift this heavy bag?

9 We use a/an ..... to list more than two items or names in the same sentence.

a. hyphen
b. comma
c. apostrophe
d. semi-colon

10 Which of the following is punctuated correctly?

a. Did you know that I'd been working from home for two months, Hatim.
b. Did you know that I'd been working from home for two months, Hatim?
c. Did you know that I'd been working from home for two months, Hatim?
d. Did you know that I'd been working from home for two months, Hatim?

11 The ..... is used after a word used to address a person.

a. question mark
b. comma
c. exclamation mark
d. full stop

12 Which sentence has the correct ending punctuation mark?

a. When you arrive home, call me?
b. When you arrive home, call me.
c. When you arrive home, call me!
d. When you arrive home, call me:

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Mr Youssef Ahmed

Exercise on Writing

. ? ! , “ ”

1 The ..... is used to indicate the end of a declarative sentence.

a. Full stop b. Comma
c. Question mark d. Exclamation

2 Which of the following can be used to express strong feelings in written English?

a. An exclamation mark b. A dash
c. A backslash d. A quotation mark

3 ..... you have got!

a. How about a terrific haircut
b. What a terrific haircut
c. Which a terrific haircut
d. How long a terrific haircut

4 Which one of the following sentences must end with an exclamation mark (!)?

a. What is your favourite view here
b. What a lovely view you have here
c. How can you find this view
d. How about finding a lovely view here

5 What punctuation mark is used at the end of an interrogative sentence?

a. Period b. Exclamation mark
c. Question mark d. Semicolon

6 Which sentence must be ended with a full stop (.)?

a. Why did you come late yesterday
b. She wondered where I had hidden the documents
c. What a fashionable dress
d. How great

7 We use the exclamation mark (!) .....

a. to show surprise or excitement
b. to show certainty
c. at the end of a statement
d. at the end of a question

8 We use the question mark (?) .....

a. to express opinion
b. at the end of a statement
c. to show certainty
d. at the end of a question

9 Which of the following is punctuated correctly?

a. What a fantastic film!
b. What a fantastic film.
c. What a fantastic film,
d. What a fantastic film?

10 Which of the following is the wrong use of the question mark?

a. Why did you arrive late, Nader?
b. I don't know why she was so angry?
c. Does she like reading short stories?
d. Shall I help you lift this heavy bag?

11 Which punctuation mark is used to show strong emotion or excitement?

a. Period b. Exclamation mark
c. Comma d. Question mark

12 We use a full stop (.) .....

a. at the end of a statement
b. to show certainty
c. to show surprise or excitement
d. at the end of a question

13 Which can be used in the blanks: He found his book, didn't he .....

a. a full stop b. a question mark
c. an exclamation mark d. an apostrophe

14 Which of the following has the correct ending punctuation marks?

a. Were they faster, they'd catch up with their friends?
b. Were they faster, they'd catch up with their friends!
c. Were they faster, they'd catch up with their friends.
d. Were they faster, they'd catch up with their friends,

15 Which of the following has the correct ending punctuation mark?

a. Had she enough time, she'd help you;
b. Had she enough time, she'd help you?
c. Had she enough time, she'd help you!
d. Had she enough time, she'd help you.

16 We use a/an ..... after an interjection, or what shows surprise or anger.

a. question mark b. exclamation mark
c. comma d. full stop

17 Which of the following is punctuated correctly?

a. No sooner had I studied than I slept.
b. No sooner had I studied than I slept?
c. No sooner had I studied than I slept,
d. No sooner had I studied than I slept!

Punctuation gives clarity and meaning to your writing.

YA

Write it right, make it impressive!

D.M.RAZK موقع الدكتور محمد رزق معلم الكيمياء التعليمي

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امسح الباركود بالموبيل لتثبيت التطبيق وتحميل كل الملازم مجانا وبسرعه

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